

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Nancy Froelich
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Lewis T. (Tom) Morelock
Executive Director

TO: Designated Employer Representatives/Human Resource Directors
Chair, State Universities Civil Service Advisory Committee

FROM: Lewis T. (Tom) Morelock 
Executive Director

DATE: February 24, 2004

RE: **Revision #26 to the Procedures Manuals**

Enclosed is a new section to the *Employment and Separation Procedures Manual*. This new section provides guidelines for the transition of an external operating unit to the jurisdiction of a University System employer. We have had some experiences lately where University System employers have assumed total jurisdictional control over external operating units, previously functioning independently. This will allow for the smooth transition of traditionally classified civil service positions and employees, if desired by the new University System employer.

Also enclosed are updated pages to the *Classification and Principal Administrative Appointments Procedures Manuals* changing the Field Services Division title to Audit and Advisory Services.

Please make as many copies of these revisions as necessary to update all copies of your procedure manuals. These changes will also be reflected in the on-line version of the procedures manual that is available at our website. If you have any questions, please call our office.

SECTION – EMPLOYMENT AND SEPARATION

REMOVE		INSERT	
Index	Page 2 of 2	Index	Page 2 of 2
		4.12	Pages 1 – 2 of 2
		Example 4.12a	Page 1 of 1

SECTION – CLASSIFICATION

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2.2	Page 1 of 1	2.2	Page 1.1

SECTION – PRINCIPAL ADMINISTRATIVE APPOINTMENTS

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Encs.

- 4.6 Leave of Absence after 30 Calendar Days in Non-Pay Status
 - 4.6a Example Leave of Absence Form
- 4.7 Layoff
 - 4.7a Example Layoff Notice Form
- 4.8 Disciplinary Suspension
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- 4.9 Demotion
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- 4.10 Temporary Assignment of Civil Service Employee to Principal Administrative Appointment (PAA) Duties
- 4.11 Transition of Principal Administrative Appointment (PAA) Incumbent into Civil Service Classification
 - 4.11a Example Waiver of Qualification(s) Form
- 4.12 Establishment of New Positions and Transfer of Employees to System Employer Due to Administrative Acquisition of an External Operational Unit
 - 4.12a Example Waiver of Qualification Request New Operating Unit Acquisition Form

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- 5.1 Resignation
 - 5.1a Example Resignation Form
- 5.2 Preliminary Steps for Discharge
 - 5.2a Example Suspension Notice Pending Discharge Form
 - 5.2b Example Written Charges for Discharge Form – Copy 1, Copy 2, Copy 3, and Copy 4
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- 5.4 Actual Act of Discharge
 - 5.4a Example Schematic Narrative of Discharge Procedures
- 5.5 Discharge Hearing
- 5.6 Hearing Board Selection
 - 5.6a Example Name Presented for Consideration for Service on Hearing Boards Form
- 5.7 Dismissal
 - 5.7a Example Dismissal Notice During Probationary Period Form
- 5.8 Termination
 - 5.8a Example Report of Termination of Employment Form

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Service and Seniority

- 6.1 Probationary Period
- 6.2 Service and Seniority Accrual